

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for the [Job Title/Position] at [Company/Organization Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization] where [he/she/they] served as [Candidate's Position].

During this time, I was consistently impressed with [his/her/their] [specific qualities, skills, or accomplishments relevant to the job]. For example, [provide specific examples or scenarios that demonstrate the candidate's qualifications].

[Candidate's Name] is not only skilled in [specific skill or talent], but [he/she/they] also possesses a remarkable ability to [describe another relevant quality, such as teamwork, communication, problem-solving]. This was particularly evident when [give another example or situation].

I have no doubt that [Candidate's Name] would be an invaluable asset to your team and would excel in the [Job Title/Position]. [He/She/They] comes with my highest recommendation. Please feel free to contact me at [your phone number] or [your email address] if you have any further questions.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]